



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty. Olympia's location provides easy

Position: Senior Assistant Director, Tax Policy (Executive)

Division: Executive

Location: Olympia, WA

Notice: EMS 06-0006

Opens: July 3, 2006

Closes: Open until filled, candidates are encouraged to apply by July 19, 2006

Executive Position Profile:

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

The Senior Assistant Director of Tax works with the Director in managing the day-to-day operations of the agency's policy divisions and directs the development and implementation of tax policy on a statewide basis.

Primary Duties:

Under the direction of the Director, the Senior Assistant Director of Tax Policy oversees the management of the day-to-day operations of the agency's policy divisions and directs the development and implementation of tax policy on a statewide basis. Serves on the agency Executive Team and the agency Strategy Team. Directly manages the Interpretations and Technical Advice Division, the Legislation and Policy Division, and the Research Division. These divisions are responsible for tax policy formulation and communication, rule development and implementation, legislation development and implementation, stakeholder work and outreach, and data analysis, evaluation, and program research. In conjunction with the Director, is responsible for establishing strategic direction for the overall tax system of the state of Washington. In conjunction with the Director, manages and directs the development, implementation, and administration of tax policy on a statewide basis. Advises the Director in planning, leading, organizing and directing the work performed by the organization. Ensures the effective application of the agency's tax policy resources in a manner that contributes to efficiency of operations and maximizes the quality of services to the taxpayers of Washington State. Counsels and consults on all

access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

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human resource issues arising in areas of responsibility.

Compensation:

\$93,883-\$98,748 annually (EMS 5). Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

Comprehensive knowledge of all phases of management. Knowledge of tax theory, laws, and practices. Awareness of business practices, organization, trends, and developments. The ability to work with diverse stakeholders from individual taxpayers and small businesses to major multinational corporations. Extremely strong interpersonal and communication skills. Knowledge and ability to effectively work and develop stakeholder relationships in a highly politically charged environment.

Good working knowledge of Washington tax statutes, rules and other tax policy documents and of administrative processes for assessing, collecting, processing, auditing, and accounting for taxes. Ability to interpret and apply civil service rules, the collective bargaining agreement, and agency policies.

The successful candidate should have five years of leadership experience in tax policy or closely allied regulatory work.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

In addition, in your letter of interest please address the following questions:

- 1) Describe your experience in the application, development, and implementation of tax policy.
- 2) Describe your experience as a key decision maker for an organization.
- 3) Briefly describe any activities or projects you have been involved in that demonstrate your initiative and ability to work well with other people and achieve results.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted. The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.